

STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
**OFFICE OF LICENSING/ INSPECTION/VIOLATION REPORT**

<b>Center Name:</b> Building Blocks University Early Childhood Enrichment	<b>Center ID#:</b> 110100017	<b>County:</b> Essex
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<b>Address:</b> 85A Walnut St	<b>City:</b> Montclair	<b>Zip Code:</b> 07042	<b>Email:</b> buildingblocksuniversity85A@gmail.com
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<b>Phone:</b> 973-744-1200	<b>Fax:</b> 973-744-0644	<b>Initial Inspection:</b> 1/7/2014	<b>License Status:</b> R2/4/14, T 2.4.15 T5/4/15 T8/4/15T11/4/15
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Due Date(s):*	1/28/2014	1/28/2014	2/25/2014	4/6/2014	4/6/2014	4/6/2014
Date(s) Reinspection:	2/6/2014	2/18/2014	3/6/2014	3/14/2014	3/26/2014	4/2/2014
Due Date(s):*	4/6/2014	5/7/2014	6/14/2014	7/14/2014	8/9/2014	11/13/2014
Date(s) Reinspection:	4/7/2014	5/14/2014	7/9/2014	7/25/2014	11/6/2014	11/14/2014
Due Date(s):*	11/28/2014	1/2/2015	2/8/2015	3/10/2015	3/27/2015	4/13/2015
Date(s) Reinspection:	12/2/2014	1/8/2015	2/10/2015	3/13/2015	3/30/2015	4/14/2015
Due Date(s):*	4/28/2015	5/7/2015	6/10/2015	7/6/2015	7/22/2015	7/29/2015
Date(s) Reinspection:	4/23/2015	5/27/2015	6/22/2015	7/8/2015	7/22/2015	7/29/2015
Due Date(s):*	7/31/2015	8/4/2015	9/24/2015			
Date(s) Reinspection:	7/31/2015	8/24/2015	9/28/2015			
Due Date(s):*						
Date(s) Reinspection:						
Due Date(s):*						
Date(s) Reinspection:						

**Center is in compliance with requirements as of:** 9/28/2015 *\*Reinspection occurs on or soon after due date*

Transferred from monitoring report dated 5/31/13. 2/6/13-renewal attestation form received in office. 3/14/14-decrease, Fax:3/26/14, 4/2/14, Phone call:4/7/14,5/14/14, 7/2/14

FAX 7.8.2014; PHONE CALL 7.17.2014,7/18/14,11/20/14, 1/8/15, 2/10/15, fax 2/26/15. 3/4/15-credential staff change 3/13/15-monitoring and decrease.4/23/15-director request

Renewal ☒ Initial ☐ Monitor ☒ Increase ☐ Age Change ☐ Relocation ☐ New Sponsor ☐ Space Evaluation ☐

Complaint # 517(6/22/15)

Date Cited M/D/Year	Date Abated M/D/Year	Based on a inspection(s) conducted by the Office of Licensing (OOL) the above date(s), the center needs to take the following actions in order to come into compliance with the MANUAL OF REQUIREMENTS FOR CHILD CARE CENTERS (N.J.A.C. 10:122):
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**Supervision, Staff/Child Ratios & Space**

		<input type="checkbox"/> 1. Provide 2 staff to work with the children: when 6 or more children are present; on any field trip, outing, or special event away from the center regardless of transportation; or with more than 12 school-age children on walks.
		<input type="checkbox"/> 2. Provide immediate access to 1 additional adult for the school-age program when it is permitted to operate with only 1 staff member present.
7/9/2014	7/25/2014	<input checked="" type="checkbox"/> 3. Ensure that children are supervised by a staff member at all times.

Notes:

5/27/2015	6/22/2015	<input checked="" type="checkbox"/> 4. Develop and implement a method to keep track of all the children, including at off-site locations.
2/18/2014	3/6/2014	<input checked="" type="checkbox"/> 5. Maintain required staff to meet ratios: when children are awake; sleeping; on premises during naptime.

Notes: Room 2: 12 children ages 1-2 with 1 staff member present.

		<input type="checkbox"/> 6. Ensure that staff meet minimum age requirements and those below 18 years old and new staff who have not completed orientation are directly supervised by staff at least 18 years old.
		<input type="checkbox"/> 7. Limit group size to 12 infants (under 18 months), 20 children for early childhood or 30 children for school-age
		<input type="checkbox"/> 8. Cease caring for children below 2 ½ years of age.
		<input type="checkbox"/> 9. Provide care for no more than 5 children below 2 ½ years of age if center has an E (Educational) Use Certificate of Occupancy (C.O.) issued prior to 11/5/03.
3/13/2015	3/30/2015	<input type="checkbox"/> 10. Assign a primary caregiver for group of 4 infants and 6 toddlers.
		<input type="checkbox"/> 11. Post the center's license in a prominent location in each building.

Note: If number is checked, see attachment page(s) for clarification.

3/13/2015	3/13/2015	<input checked="" type="checkbox"/> 12. Operate within the center's licensed capacity and within each room's capacity.
Notes: Cease use of the second floor, as it has been removed from the license capacity due to the potential shared business.		
3/13/2015	4/23/2015	<input checked="" type="checkbox"/> 13. Identify and maintain space requirements for all rooms approved by the OOL for children's use; make unapproved space inaccessible to children.
11/6/2014	12/2/2014	<input checked="" type="checkbox"/> 14. Ensure the children's health, safety and well-being.
Notes: Cease construction of the exterior of the building while the children are present.		
<i>Activities &amp; Discipline</i>		
		<input type="checkbox"/> 15. Ensure that staff interact with children and provide children with: free choice of materials; a mixture of active and quiet experiences; a mixture of staff-directed and child-selected activities.
11/1/2013	2/18/2014	<input checked="" type="checkbox"/> 16. Provide a sufficient variety of age-appropriate activities.
		<input type="checkbox"/> 17. Provide age-appropriate time frames for each activity.
11/1/2014	2/18/2014	<input checked="" type="checkbox"/> 18. Provide enough supplies, furniture and equipment for the required activities.
		<input type="checkbox"/> 19. Plan and implement opportunities for school-age children's involvement in activity planning.
		<input type="checkbox"/> 20. Take children outdoors daily.
		<input type="checkbox"/> 21. Provide daily structured and unstructured indoor and outdoor energetic physical activity that promotes coordination and movement skills: 30 minutes for children in care less than 4 hours; 60 minutes for children in care more than 4 hours. Avoid inactivity for more than 30 minutes unless eating or sleeping.
		<input type="checkbox"/> 22. Develop policies/plans for use of TV/computer/video by children: under 2 years; over 2 years; with special needs; in care less than 4 hours; in care more than 4 hours.
		<input type="checkbox"/> 23. Ensure use of TV/computer/video is educational/instructional and age/developmentally appropriate, and not used as a substitute for planned activities or for passive viewing.
		<input type="checkbox"/> 24. Significantly limit the use of TV/computer/video for children under the age of 2.
		<input type="checkbox"/> 25. Prepare and post a written discipline policy including acceptable actions that staff members may take.
		<input type="checkbox"/> 26. Use positive methods of guidance and discipline consistent with children's age and developmental needs: prohibit corporal and/or emotional punishment.
Notes:		
		<input type="checkbox"/> 27. Ensure staff do not withhold active play times as a means of discipline unless a child's actions or behavior present a danger to themselves or others.
		<input type="checkbox"/> 28. Ensure that school-age children participate in the development of discipline rules or are made aware the discipline rules.
<i>Nutrition &amp; Rest</i>		
5/27/2015	7/8/2015	<input type="checkbox"/> 29. Ensure that food provided by the center is stored, prepared and served in a safe and sanitary manner..
Notes: Ensure food and utensils are removed from the counter near the sink in the infant room because the sink is for handwashing.		
		<input type="checkbox"/> 30. Ensure uneaten food in a child's dish is discarded and unused food is stored appropriately and discarded after 24 hours if not consumed.
		<input type="checkbox"/> 31. Serve lunch for children present from 11:00am to 1:00pm who have not eaten lunch and are at the center for at least 5 consecutive hours.
		<input type="checkbox"/> 32. Provide the following additional food(s) for breakfast, lunch/dinner and/or snack:
Notes:		
		<input type="checkbox"/> 33. Serve snack for children attending the center for at least 3 consecutive hours and for all children attending after school.
		<input type="checkbox"/> 34. Provide nutritious food and beverages that comply with the manual/CACFP standards including a variety of fruits and vegetables and a high portion of whole grains; limit foods high in solid fats, added sugar, trans fats, and sodium. (Refer to CACFP standards at ( <a href="http://www.fus.usda.gov/cacfp/child-day-care-centers">www.fus.usda.gov/cacfp/child-day-care-centers</a> ))
		<input type="checkbox"/> 35. Provide age-appropriate seating for children who no longer need to be held for feeding.
		<input type="checkbox"/> 36. Ensure feeding plans for children less than 18 months old include breastfeeding arrangements/ accommodations when applicable and are maintained in writing for children less than 12 months old.
3/13/2015	3/30/2015	<input type="checkbox"/> 37. Label each child's bottle with the child's name and date.
		<input type="checkbox"/> 38. Ensure milk, formula, and/or breast milk is not warmed in a microwave oven.
		<input type="checkbox"/> 39. Ensure formula or breast milk that is served but not completely consumed is discarded immediately or refrigerated and consumed within 24 hours.
		<input type="checkbox"/> 40. Ensure that bottles are not propped when children are feeding.
		<input type="checkbox"/> 41. Remove bottles and cups when children have fallen asleep and when crawling or walking.

Note: If number is checked, see attachment page(s) for clarification.

		<input type="checkbox"/> 42. Provide daily rest period for each child aged 18 months to 5 years who attends the center for 4 or more consecutive hours and as needed for each child below 18 months.
		<input type="checkbox"/> 43. Provide alternative activities for children who rest for 30 minutes and do not need more rest.
		<input type="checkbox"/> 44. Provide the following sleeping equipment and bedding: cots; 1"mats; cribs; playpens; sheets; blankets.
Notes:		
4/23/2015	6/22/2015	<input checked="" type="checkbox"/> 45. Ensure that sleeping equipment is free of pillows, soft bedding and other hazards when occupied by a sleeping child, and that bedding does not cover the child's face.
		<input type="checkbox"/> 46. Identify and store individually each child's sleeping equipment and bedding.
		<input type="checkbox"/> 47. Provide enough light in rooms where children are napping to allow staff to see them.
		<input type="checkbox"/> 48. Repair and/or replace sleeping equipment that is in disrepair.
		<input type="checkbox"/> 49. Ensure that mats used for rest and sleep are placed on a surface that is warm, dry and clean.
		<input type="checkbox"/> 50. Provide cribs that meet CPSC standards and maintain documentation on file.
		<input type="checkbox"/> 51. Provide infants/toddlers with opportunities to leave their sleeping equipment to crawl, walk and play.
		<input type="checkbox"/> 52. Ensure children 12 months and younger are initially placed in a face-up sleeping position unless indicated in writing by child's health care provider.
<b>Illnesses &amp; Accidents</b>		
		<input type="checkbox"/> 53. Designate an area where sick children can be separated from well children and provide rest equipment.
		<input type="checkbox"/> 54. Maintain illness log including: child's name; date; symptoms of illness observed; center's actions, and date child returned to the center.
		<input type="checkbox"/> 55. Notify parents immediately of: head/facial injury; bite that breaks the skin; fall from a height; injury requiring professional medical attention. Report other injuries by end of the day.
		<input type="checkbox"/> 56. Maintain an accident log that includes: name of child; date; time; location; description of accident/ injury; witnesses; type of first aid used; treatment/consultation by doctor; time of notification to parent.
<b>Administration &amp; Parent Involvement</b>		
		<input type="checkbox"/> 57. Provide the center's telephone number in writing or by e-mail to parents of all enrolled children.
1/7/2014	2/18/2014	<input type="checkbox"/> 58. Develop a table of organization indicating lines of authority, responsibility and job descriptions.
		<input type="checkbox"/> 59. Ensure that the director is scheduled to work 50 % of the center's daily operating hours.
		<input type="checkbox"/> 60. Designate someone in the center to carry out the director's responsibilities when the director is absent.
		<input type="checkbox"/> 61. Ensure that the head teacher, group teacher and program supervisor are scheduled to work at least 75 percent of the center's daily operating hours, or at least 6 hours a day, whichever is less.
1/7/2014	4/2/2014	<input type="checkbox"/> 62. Ensure that the head teacher/group teacher schedule time in other classrooms.
		<input type="checkbox"/> 63. Establish and maintain a staff substitute system.
		<input type="checkbox"/> 64. Hold parent/staff conferences semi-annually and upon request.
		<input type="checkbox"/> 65. Choose 1 of the following 4 options for parent involvement, and maintain documentation at the center: governing board; advisory committee; annual meeting; annual open house.
<b>Program Records</b>		
1/7/2014	7/22/2015	<input checked="" type="checkbox"/> 66. Complete and maintain at the center the staff records checklist.
Notes: Missing TB and health forms(abated 2/18/14)		
5/31/2013	7/8/2014	<input checked="" type="checkbox"/> 67. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
1/7/2014	7/22/2015	<input type="checkbox"/> 68. Ensure that Criminal History Record Information (CHRI) checks are completed as required for the sponsor/ sponsor representative and all regularly scheduled staff.
		<input type="checkbox"/> 69. Provide the following records for the director, head teacher, group teacher or program supervisor: education / training experience.
Notes:		
11/6/2014	3/4/2015	<input checked="" type="checkbox"/> 70. Hire and submit the required documentation for the following: director; head teacher; group teacher; program supervisor.
Notes: Head teacher, group teacher, program supervisor.		
		<input type="checkbox"/> 71. Provide and document the orientation training provided within two weeks of hire to all staff members in: center operations; policies and procedures; supervision; tracking; group size limits; primary caregiver responsibilities; release policy; discipline policy; health practices; evacuating the center; using fire alarms; recognizing and reporting child abuse/neglect.
Notes:		
1/7/2014	2/18/2014	<input checked="" type="checkbox"/> 72. Maintain record of annual staff training on use of fire alarms and emergency evacuation procedures including evacuation and lock down.
		<input type="checkbox"/> 73. Ensure new directors complete staff development in Understanding Licensing Regulations within 90 days of hire.

Note: If number is checked, see attachment page(s) for clarification.

1/7/2014	2/18/2014	<input checked="" type="checkbox"/> 74. Ensure that all full-time staff complete 10 hours annual training with 2 hours in each of the following core areas: child growth and development; positive guidance and discipline; health and safety.
1/7/2014	2/18/2014	<input checked="" type="checkbox"/> 75. Ensure that the director, head teacher, group teacher and program supervisor complete 20 hours of annual training in 1 or more of the following: professional development approved by Professional Impact New Jersey or the National Child Care Association, or equivalent staff development in three or more of nine specific management areas including physical activity, special needs programming, & ADA guidelines.
		<input type="checkbox"/> 76. Maintain record of date, time, observation and purpose of consulting head teacher's 2 monthly on-site visits.
1/7/2014	2/18/2014	<input type="checkbox"/> 77. Ensure that 2 staff members who have current certified basic knowledge of first aid principles and CPR are at the center at all times when enrolled children are present.
		<input type="checkbox"/> 78. Complete and maintain at the center daily time sheets for staff and children with arrival and departure times.
		<input type="checkbox"/> 79. Maintain a written outline of daily activities.
1/7/2014	3/6/2014	<input checked="" type="checkbox"/> 80. Complete and maintain at the center the children's records checklist.

Notes: Missing parent sign off for information to parents and expulsion policy.

1/7/2014	2/18/2014	<input type="checkbox"/> 81. Review, at least annually, a list from the Consumer Product Safety Commission (CPSC) regarding unsafe products and provide staff and parents with CPSC website <a href="http://www.cpsc.gov/Recalls">www.cpsc.gov/Recalls</a>
1/7/2014	2/18/2014	<input type="checkbox"/> 82. Ensure that the Universal Health Record is updated annually and received upon admission to the center unless records are coming from another state or country, where a 30 day grace period is permitted.
		<input type="checkbox"/> 83. Ensure staff designated to administer medication are trained and that at least two staff are trained if using blood glucose monitors, nebulizers and/or epi-pens.
		<input type="checkbox"/> 84. Maintain medication records that include the following: child's name and parental authorization; name of the medication; illness being treated; dosage, frequency and other instructions; time and by whom the medication was administered; any adverse effects.
		<input type="checkbox"/> 85. Maintain documentation for pets at the center, including applicable vaccinations and parent notification.
		<input type="checkbox"/> 86. Maintain at the center and distribute to parents a written policy on communicable disease management.
		<input type="checkbox"/> 87. Maintain on file and follow the written policy on the release of children.
		<input type="checkbox"/> 88. Develop an expulsion policy which includes: circumstances; methods to notify parents; sufficient time limits; reasons for immediate expulsion; parental receipt of the policy.
		<input type="checkbox"/> 89. Obtain from parents and maintain at the center: blanket permission slips for walks; individual permission slips for field trips, including information on type of vehicle used and designated drivers.
1/7/2014	7/25/2014	<input type="checkbox"/> 90. Maintain at the center documentation of a current comprehensive general liability insurance policy.

### Sanitation & Diapering

1/7/2014	2/18/2014	<input checked="" type="checkbox"/> 91. Wash and disinfect: toilet training chairs and potty seats after each use; diapering surfaces after each use; toys mouthed by infants and toddlers after each use; mats after each use unless stored separately; sleeping equipment weekly; sheets and blankets weekly; tables before each meal.
		<input type="checkbox"/> 92. Use a commercial disinfectant or a staff-made solution of 1 tablespoon bleach per quart of water.
1/7/2014	2/18/2014	<input checked="" type="checkbox"/> 93. Ensure that children wash their hands with soap and running water: before intake of food; after using the toilet; after having a diaper change; and as needed.
3/13/2015	3/23/2015	<input checked="" type="checkbox"/> 94. Ensure that staff wash their hands with soap and running water: before preparing or serving food; after assisting a child in toileting; after changing diapers; after contact with body fluids or secretions; and as needed.
		<input type="checkbox"/> 95. Provide disposable rubber gloves for contact with blood or vomit.
		<input type="checkbox"/> 96. Change each child's diaper when wet or soiled.
		<input type="checkbox"/> 97. Provide a diapering area within 15 feet of a sink not used for food preparation.
		<input type="checkbox"/> 98. Ensure that diapering does not take place in an area or on a surface used for food preparation.
		<input type="checkbox"/> 99. Maintain diapering surfaces as follows: flat; smooth; clean; dry; non-absorbent; in good repair.
		<input type="checkbox"/> 100. Place soiled disposable diapers in a closed container with a leakproof lining.

**Bathroom & Kitchen Facilities**

1/7/2014	3/6/2014	<input checked="" type="checkbox"/> 101. Ensure all toxic substances and medications are inaccessible to children.
Notes: A) Remove the hand sanitizer from the hall entrance(abated 1/7/14) B) Lock the janitor closet in the bathroom upstairs.		
		<input type="checkbox"/> 102. Ensure that children cannot lock themselves in bathrooms.
		<input type="checkbox"/> 103. Provide bathroom supplies as follows: soap; toilet paper; individual/disposable towels; platforms.
3/13/2015	5/27/2015	<input checked="" type="checkbox"/> 104. Securely fasten the bathroom equipment.
		<input type="checkbox"/> 105. Sand and paint rusted bathroom stall dividers.
		<input type="checkbox"/> 106. Ensure toileting privacy: for children (SA); when staff/adult uses the same toilet facility as children.
		<input type="checkbox"/> 107. Designate and visibly identify the staff/adult toilet facility.
		<input type="checkbox"/> 108. Provide 1 toilet facility and sink: on each floor used by children (EC); within 1 floor for children.(SA)
		<input type="checkbox"/> 109. Ensure hot tap water does not exceed 110 degrees Fahrenheit (EC) or 120 degrees Fahrenheit. (SA)
4/23/2015	5/27/2015	<input checked="" type="checkbox"/> 110. Maintain in sanitary and operable condition: toilets; sinks; other plumbing fixtures.
		<input type="checkbox"/> 111. Provide a barrier to the kitchen area to prevent accidental access by children.
		<input type="checkbox"/> 112. Keep microwave/toaster ovens: out of children's reach; secured; not used when children in area.
		<input type="checkbox"/> 113. Provide a working refrigerator, or access to a refrigerator, for perishable foods or medication.
		<input type="checkbox"/> 114. Ensure that food waste receptacles are lined and maintained in a sanitary condition.

**Health & Fire Safety**

		<input type="checkbox"/> 115. Provide and make accessible to staff; a fully standard first aid kit; an American Red Cross First Aid Manual or its equivalent.
1/7/2014	2/18/2014	<input type="checkbox"/> 116. Post a sign in a prominent location to prohibit smoking when the center is operating.
		<input type="checkbox"/> 117. Take necessary action to free the center of infestation by rodents and insects, provide documentation.
		<input type="checkbox"/> 118. Obtain and maintain on file a current health certificate.
5/31/2013	3/6/2014	<input type="checkbox"/> 119. Obtain and maintain on file a current fire certificate.
1/7/2014	3/13/2015	<input type="checkbox"/> 120. Maintain on file the life/hazard use registration certificate applicable to licensed capacity/ages served.
3/13/2015	4/14/2015	<input type="checkbox"/> 121. Conduct and document monthly fire drills during each session provided at the center and evacuate all children within 3 minutes.
		<input type="checkbox"/> 122. Ensure the center's fire protective systems are operative at all times.
		<input type="checkbox"/> 123. Develop and post prominently on every floor of the center an emergency plan including evacuation, disaster and lockdown procedures.
3/13/2015	5/27/2015	<input checked="" type="checkbox"/> 124. Post a diagram depicting: approved areas; evacuation routes; room identifications.
1/7/2014	1/7/2014	<input checked="" type="checkbox"/> 125. Ensure that all exits and egress areas are unobstructed, and exit doors are easily operable.
Notes: Remove the slide from the exit door in classroom 3.		
		<input type="checkbox"/> 126. Ensure that illuminated exit signs and emergency lighting are operable at all times.
1/7/2014	2/18/2014	<input type="checkbox"/> 127. Ensure that fire extinguishers are serviced and tagged annually, and recharged if necessary.
		<input type="checkbox"/> 128. Remove excess storage and/or combustibles from the furnace room.
		<input type="checkbox"/> 129. Remove electric space heaters, portable liquid fuel-burning or wood-burning heating appliances.
		<input type="checkbox"/> 130. Arrange cribs, playpens and cots to provide access to an unobstructed 3-foot wide aisle that exits out.
		<input type="checkbox"/> 131. Provide and maintain in good condition: handrails on all stairs with 3 or more risers; guardrails on all open sides of landing with intermediate guards spaced no more that 4 inches apart.
4/23/2015	8/24/2015	<input checked="" type="checkbox"/> 132. Install window guards, with approval of the local fire official, or provide an alternative method to ensure that children cannot fall out of windows.
		<input type="checkbox"/> 133. Comply with the New Jersey Uniform Construction Code (NJUCC)/Fire Code:
		<input type="checkbox"/> 134. Submit a copy of the final Certificate of Occupancy (CO) or Certificate of Continued Occupancy (CCO) that indicates the correct use group for the children served.
		<input type="checkbox"/> 135. Submit a copy of the Certificate of Approval, as issued by the local construction official, for changes in the building subject to the NJUCC requiring the issuance of a building permit.

**Environmental Safety**

1/7/2014	2/6/2014	<input type="checkbox"/> 136. Complete and submit a DCF Renewal Attestation Form with the center's previous DEP approval letter attached and any other environmental documents if applicable.
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Note: If number is checked, see attachment page(s) for clarification.



1/7/2014	11/20/2014	<input checked="" type="checkbox"/> 137. Submit a No Further Action Letter (NFA) or Child Care/Educational Facility Approval Letter from the Department of Environmental Protection (DEP), or Response Action Outcome Letter (RAO) from a Licensed Site Remediation Professional (LSRP) indicating that no further action is needed for the site on which the center is located. [Note: Check the DEP website at <a href="http://www.state.nj.us/dep/dccrequest">www.state.nj.us/dep/dccrequest</a> for the most current information.]
		<input type="checkbox"/> 138. Submit a water supply certification indicating the center is serviced by a public community water system demonstrated through a copy of a current bill from that water company.
		<input type="checkbox"/> 139. Submit current documentation from the DEP, Bureau of Water System Engineering (BSDW), for centers not on a public community water system. [Note: Check the DEP, BWSE website at <a href="http://www.state.nj.us/dep/dccrequest/safedrink.html">www.state.nj.us/dep/dccrequest/safedrink.html</a> or call (609) 292-5550 for more information.]
		<input type="checkbox"/> 140. Ensure water tests are posted in each building.
		<input type="checkbox"/> 141. Submit a letter of prior uses from the municipality, county or state indicating whether the building has ever housed a use classified under the NJUCC, NJSA, 5:23, as: Group F (factory/industry); Group H (high hazard); Group S (storage); Group B (dry cleaner or nail salon); Group A (funeral home); or Group M (gas station.)
1/7/2014	7/8/2015	<input type="checkbox"/> 142. Submit a Safe Building Interior Certification or other approval issued by the DOH for centers: a) co-located with a dry cleaner or nail salon; b) with one of the prior uses: F, H, S, B (dry cleaner, nail salon), A (funeral home) or M (gas station); c) located in a building built in 1978 or earlier; or d) located near a known hazardous area. [Note: Contact DOH prior to taking action to confirm what is needed for your center. Call DOH at (609) 826-4923 or email DOH using the link at <a href="http://www.state.nj.us/health/eoh/tsrp/iep/ccc_ieha.shtml">www.state.nj.us/health/eoh/tsrp/iep/ccc_ieha.shtml</a> ]
Notes:		
		<input type="checkbox"/> 143. Test for the presence of radon gas in every room on the lowest floor used by children in each building and post the test results in a prominent location in each building.
		<input type="checkbox"/> 144. Provide documentation that the center: completed a lead paint risk assessment; follows an approved lead paint risk assessment management plan; verified the absence of a lead hazard; notified parents of a lead hazard; completed the recommended remedial action to alleviate the lead paint hazard.
Notes:		
		<input type="checkbox"/> 145. Provide documentation that the center: follows an approved asbestos management plan; verified the absence of asbestos hazard; complies with the Asbestos Hazard Abatement subcode and DEP.
<b>Building Maintenance</b>		
3/13/2015	4/14/2015	<input checked="" type="checkbox"/> 146. Keep all surfaces clean and in good repair.
Notes: A) Ensure the highchairs are clean and free of crumbs.		
4/23/2015	7/22/2015	<input type="checkbox"/> 147. Replace, clean and/or secure all stained, broken and/or missing floor tiles and carpeting.
Notes: Repair or replace the cracked floor tiles in room 6.		
3/13/2015	6/22/2015	<input checked="" type="checkbox"/> 148. Replace, clean and/or secure all stained, broken and/or missing ceiling tiles.
Notes:		
		<input type="checkbox"/> 149. Eliminate moisture resulting from leaks or seepage.
		<input type="checkbox"/> 150. Maintain the building structure to prevent drafts, leaks and infestation.
		<input type="checkbox"/> 151. Provide screens on: doors and windows used for ventilation; crawl spaces; attic spaces.
		<input type="checkbox"/> 152. Provide safety glass/protective guards for windows and glass located within 36 inches above the floor.
		<input type="checkbox"/> 153. Ensure window blinds are in good repair and blind cords are inaccessible to children.
3/13/2015	4/14/2015	<input checked="" type="checkbox"/> 154. Provide protective covers for: electrical outlets; fluorescent tubes; incandescent light bulbs; fans.
		<input type="checkbox"/> 155. Provide and maintain suitable protective devices for radiators, steam and hot water pipes.
3/13/2015	4/14/2015	<input type="checkbox"/> 156. Provide/maintain mechanical ventilation: in operating condition; clean; unobstructed; replace filters.
Notes: Ensure the ceiling vent in the infant room is free of dirt and dust.		
		<input type="checkbox"/> 157. Raise temperature to a minimum of 68 degrees Fahrenheit in all rooms used by children.
		<input type="checkbox"/> 158. Increase light in specific areas:
Notes:		
		<input type="checkbox"/> 159. Provide 1 of the 4 monitoring options listed in the manual.
		<input type="checkbox"/> 160. Ensure that doors in all interior rooms designated for use by children remain unlocked.
3/13/2015	3/30/2015	<input checked="" type="checkbox"/> 161. Ensure shelving is secure and not overloaded, and appliances are secured to a stable surface.
		<input type="checkbox"/> 162. Pad lally columns in areas used by children to a height of 48 inches (EC) and 72 inches (SA).
		<input type="checkbox"/> 163. Ensure that stairways are free of tripping hazards.
		<input type="checkbox"/> 164. Provide a barrier extending at least 5 feet above floor level.

Note: If number is checked, see attachment page(s) for clarification.

		<input type="checkbox"/> 165. Repair and/or paint surfaces in specified areas:
Notes:		
3/13/2015	4/23/2015	<input checked="" type="checkbox"/> 166. Maintain indoor/outdoor garbage receptacles as follow: covered; emptied as needed; leakproof; clean.
5/31/2013	3/6/2014	<input checked="" type="checkbox"/> 167. Ensure that indoor and outdoor equipment is sturdy, safe and free of hazards.
Notes: Provide documentation that cribs meet federal crib standards.		
<b><i>Outdoor Play Area, Equipment and Maintenance</i></b>		
		<input type="checkbox"/> 168. Provide and maintain in good condition a fence, enclosure or other barrier for the outside play area.
		<input type="checkbox"/> 169. Provide a barrier, in addition to the fence, for outdoor play areas exposed to vehicular traffic.
		<input type="checkbox"/> 170. Grade or provide drains for the outside play area.
		<input type="checkbox"/> 171. Ensure that outdoor areas and play equipment are free from stagnant water.
4/23/2015	4/23/2015	<input checked="" type="checkbox"/> 172. Provide and maintain play equipment to meet public playground design standards (ASTM F-1487) as specified by the Consumer Product Safety Commission (CPSC). (Not for profits by 10/18/14)
		<input type="checkbox"/> 173. Ensure play equipment is specifically age-appropriate for the ages served.
		<input type="checkbox"/> 174. Repair or remove broken/rusted toys in the outdoor play area.
		<input type="checkbox"/> 175. Provide and maintain resilient surfacing (ASTM F-1292) and use zones under all play equipment that subjects children to a fall as specified by the CPSC.
		<input type="checkbox"/> 176. Ensure that any community playground equipment used by the children complies with applicable provisions of the Playground Safety Subcode.
		<input type="checkbox"/> 177. Ensure the safety of the children on route to the outdoor play area.
Notes:		
3/13/2015	3/30/2015	<input type="checkbox"/> 178. Remove debris and overgrown vegetation in the outdoor play area.
		<input type="checkbox"/> 179. Ensure that hazardous plants are not kept in the center or near outside areas used by children.
		<input type="checkbox"/> 180. Ensure that sand in the outdoor play area is asbestos-free and maintained in a sanitary manner.
		<input type="checkbox"/> 181. Ensure pesticides are not applied in or around the center during operating hours and all toys and non-permanent play equipment are removed before application.
		<input type="checkbox"/> 182. Provide 350 square feet of outdoor space for 10 children and 35 square feet for each additional child.
		<input type="checkbox"/> 183. Limit the number of children using the outdoor play area to the maximum capacity.
		<input type="checkbox"/> 184. Cease using dump and fill wading pools.
		<input type="checkbox"/> 185. Ensure swimming pools/natural bathing places used by children comply with applicable provisions of the Public Recreation Bathing Rules, as specified in NJAC 8:26, and with applicable provisions of the Building Subcode and Barrier-Free Subcode of the NJUCC, as specified in NJAC 5:23.
		<input type="checkbox"/> 186. Ensure that children using swimming pools or natural bathing facilities are supervised in accordance with applicable provisions of the N.J. Youth Camp Safety Act rules, as specified in NJAC 8:25.
		<input type="checkbox"/> 187. Provide lighting in parking areas, walkways and other exterior areas used by center occupants at night.
3/13/2015	4/23/2015	<input type="checkbox"/> 188. Take necessary action to remove outdoor hazards.
Notes: Ensure that the outdoor storage container is free of stagnate water.		

**ALERT:** Effective 8/6/14, stackable cribs are prohibited. For more information on crib safety and safe sleep environments for infants, refer to CPSC's crib information center at [www.cpsc.gov/info/cribs/index.html](http://www.cpsc.gov/info/cribs/index.html).

☐ See attached Transportation Inspection/Violation page.

Inspector(s) Name(s)

Maria Altamirano CCQAI-1 Rich Evangelista CCQAI-1 3/13/15  
Paula Oswald CCQAI-2 4/23/15  
Marybeth Intili CCQAI-1 5/27/15  
Patti Lijoi  
Theresa Roessner, 8/24/15



#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
16	11/1/2013	2/28/2014	A) Provide room 3 on the first floor with a variety of age appropriate activities (abated 1/7/14) B) Provide room 4 on the second floor with a variety of age appropriate activities (letter received 2/18/14)	Delete
16	1/7/2014	2/18/2014	Provide room 7 on the second floor with a variety of age appropriate activities.	Delete
18	1/7/2014	2/18/2014	A) Set up room 3 on the first floor with 5 centers with 5 activities in each center. (abated 1/7/14) B) Set up room 4 on the second floor with 5 centers with 5 activities in each center (letter received 2/18/14)	Delete
18	1/7/2014	2/18/2014	Set up room 7 on the second floor with 5 centers with 5 activities in each center. *In order for a room to count towards the license capacity the rooms must be set up as a classroom. If using rooms as a multipurpose room, the room capacity will be deducted from your license capacity.	Delete
91	1/7/2014	3/26/2014	Ensure that the diaper surface is cleaned following the 2 step method after each diaper change. Train the staff on the proper procedures for washing and disinfecting the diaper surfacing. Provide the OOL with an outline of the training including the staff signatures.	Delete
93	1/7/2014	2/18/2014	Ensure that the children wash their hands or have their hands wiped after a diaper change.	Delete
3	7/9/2014	7/25/2014	ENSURE THAT CHILDREN ARE PROPERLY SUPERVISED AT ALL TIMES: SCHOOL AGE CHILDREN BEING SENT TO BATHROOM UNSUPERVISED. RETRAIN STAFF TO KEEP CHILDREN IN LINE OF SIGHT AT ALL TIMES.	Delete
137	1/7/2014	11/20/2014	Verified via phone call with DEP indicating clearance.	Delete
72	3/13/2015	6/22/2015	Recited: Provide the annual staff training for fire, emergency evacuation and lock down.	Delete
74	3/13/2015	3/30/2015	Recited: Provide the training logs indicating 10 hours for all staff.	Delete
75	3/13/2015	3/30/2015	Recited: Provide the training logs indicating 20 hours for credential staff.	Delete
5	3/13/2015	4/23/2015	Recited: 6 children ages 0-18 months with 1 staff member when 2 is required during the staff lunch times. 3/30/15 A. 14 Children ages 2 yrs old, 1 staff member when 2 were required B. 19 Children ages 3-4 with one staff member brought cots down from second floor. 4/14/15: 22 children ages 18months to 2 years old with 2 staff members when 3 is required.	Delete
13	3/13/2015	4/23/2015	Request to have the first floor remeasured for changes that need to be made to accommodate the children from the second floor.	Delete
67	3/13/2015	7/22/2015	Recited: Provide clearances for new staff.	Delete
91	3/13/2015	3/30/2015	Recited:Ensure that the diaper surface and tables are cleaned following the 2 step method after each diaper change and before meals. Train the staff on the proper procedures for washing and disinfecting the diaper surfacing and tables. Provide the OOL with an outline of the training including the staff signatures.	Delete
93	3/13/2015	3/30/2015	Recited:Ensure that the children wash their hands or have their hands wiped after a diaper change. Provide the OOL with an outline of the training including the staff signatures.	Delete
94	3/13/2015	3/30/2015	Ensure that the staff wash their hands after changing a diaper. Provide the OOL with an outline of the training including the staff signatures. A staff member proceeded to prepare food after changing a diaper before washing hands and applying gloves.	Delete
101	3/13/2015	4/14/2015	Recited: Ensure that the janitor's closet near the boys bathroom on the first floor is locked.	Delete
104	3/13/2015	5/27/2015	Secure the toilet seats in the girls bathroom on the first floor.	Delete
124	3/13/2015	5/27/2015	Provide a new diagram indicating the removal of the second floor and changes made to the first floor.	Delete
14	3/13/2015	3/13/2015	Recited: A)Remove the hot cup of coffee from the classroom 3. B) Cease construction on the second floor next to the other classrooms and bathrooms while the children are present.	Delete
161	3/13/2015	3/30/2015	Secure the shelf in room 3 to the wall to eliminate hazards to the children.	Delete
166	3/13/2015	4/23/2015	Ensure that all garbages with food and diapers have covers. 4/14/15: Ensure there is a garbage can for the garbage bag in the kitchen and the girls bathroom. The garbage bags were placed on the floor.	Delete
18	3/13/2015	6/22/2015	Recited: Ensure that the infant room has 4 centers with 4 activities in each area.	Delete
167	3/13/2015	3/30/2015	Recited: Remove the slide away from the wall and provide a flat surface to ensure the slide is stable. Provide more mats around the slide to reduce injury to the children.	Delete
154	3/13/2015	4/14/2015	A) Provide outlet covers for electrical sockets on the first floor. B) Ensure the light fixture in the kitchen is secured and not hanging loose.	Delete
125	3/13/2015	3/14/2015	Recited: Remove the saw used for construction which was blocking the secondary exit from the second floor.	Delete
			3/13/15: Center decreased to a capacity of 76 and lost the use of the entire second floor due to construction being done while the children were present and having a separate business on the second floor. 3/30/15 Although children were not on second floor. Evidence suggests that children and staff are still using the second floor. Cots were laid out on the floor, backpacks and coats were hanging on the hooks in the classroom and there is current artwork celebrating the holidays. 4/14/15: Upon the reinspection, evidence of the spa / party room was present. In addition, projects were displayed from dates after the center was told to cease use of the second floor. The center stated that they just decorate the upstairs even though the children aren't present. The center was informed to email once the evidence of the party room was removed. In addition, a letter was requested that the center knows to cease use of the business or actions can be taken towards the license. 9/28/15 Spa/party room has been removed and the classroom was reopened.	Delete

#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
172	4/23/2015	4/23/2015	Remove the slide from the playground because it is non conforming equipment.	Delete
45	4/23/2015	6/22/2015	Ensure the children's heads are not covered with blankets in all classrooms during nap time. Train all the staff and submit to the OOL staff signature's.	Delete
132	4/23/2015	8/24/2015	Contact the local officials regarding the need of window guards in all the classrooms on the second floor. Check to see if all windows are made of tempera glass.	Delete
101	4/23/2015	6/22/2015	Recited: A)Ensure all custodial closets or other closets located throughout the building that has toxics are locked. b) Ensure the additional bathrooms which aren't in use on the second floor have a lock so the children can not access them. (abated 5/27/15)	Delete
110	4/23/2015	5/27/2015	Ensure the third toilet in the girl's bathroom is in working condition.	Delete
148	3/13/2015	6/22/2015	Replace the missing ceiling tiles in the kitchen area. (abated 4/13/15) 4/13/15-repair or replace stained ceiling tiles in kitchen. 4/23/15: a) Repair or replace all stained ceiling tiles on the second floor.(abated 5/27/15) b) Ensure all tiles are in place in the bathroom on the second floor. (abated 5/27/15)	Delete
146	4/23/2015	7/8/2015	Recited: a) Repair or replace the collapsing awning located at the front entrance. (abated 5/27/15) b) Repair or replace the bench from the table in the kitchen area to ensure that the nails are not protruding. The table was moved to playground. (abated 6/22/15) c) Repair the cracked wall located in room 4 underneath the window sill. (abated 7/8/15) d) Repair or replace the torn window screen in room 5.(abated 7/8/15) e) Repair or replace the cracked outlet plate cover in room 6.(abated 5/27/15) f) Repair or remove the broken toilet paper holders which are protruding from the wall in the bathroom on the second floor. (abated 5/27/15)	Delete
154	4/23/2015	6/22/2015	Recited: Ensure that all electrical outlets are covered.	Delete
13	4/23/2015	5/27/2015	Recited: Ensure that the classrooms are labeled correctly to reflect the changes.	Delete
167	4/23/2015	5/27/2015	Recited: Remove or secure the folding chairs in room 4.	Delete
3	5/27/2015	6/22/2015	Recited: Provide enough staff in the classrooms to ensure that staff members are always present. Room 6 did not have a staff member present while the teacher stepped out to get the lunches.	Delete
4	5/27/2015	6/22/2015	Ensure that the staff in the infant room are aware of how many children are in their care at all times.	Delete
5	5/27/2015	7/8/2015	Recited: Room 1 had 24 children mixed ages from 18 months until 2 1/2 with 3 staff members when 4 is required. 6/22/15: Room 1: 17 children ages 18months to 2 1/2 with 1 staff during nap time in when 2 is required.	Delete
12	5/27/2015	6/22/2015	Recited: Room 1 had 24 children with a room occupancy of 16.	Delete
91	5/27/2015	6/22/2015	Recited: Retrain on sanitation procedures and following a 2 step method when cleaning. Ensure staff do not use rags and submit outline and staff signatures to the OOL.	Delete
			Complaint 517 investigation conducted on 6/22/15.	Delete
125	6/22/2015	6/22/2015	Recited: Remove the cubbie blocking the entrance and exit of room 1 to allow for a 3 ft exit aisle.	Delete
101	7/8/2015	7/22/2015	Recited: Ensure all custodial closets or other closets located throughout the first floor that have toxic substances are locked.	Delete
4	7/22/2015	7/29/2015	Recite: Ensure staff taking over for lunch/nap time in rooms 1 and 2, have knowledge of how many children and ages of children which are in their care.	Delete
5	7/22/2015	7/31/2015	Recite: Ensure nap time ratios- Rooms 1 and 2 at 2:20pm: 19 children napping: 12 children below 2 1/2 1:10 nap ratio and 6 children above 2 1/2 1:20 napping ratio. 2 staff required. 1 staff present with children when the inspectors arrived at center.	Delete
5	7/29/2015	7/31/2015	Recite: Ensure naptime ratios-Rooms 1 and 2 at 1:30pm 19 children napping 11 children below 2 1/2 1:10 nap ratio and 8 children over 2 1/2 1:20 nap ratio. (2 staff members required). As inspector's approached the center, inspector viewed 1 staff member coming down the stairs and going in the direction of Rooms 1 and 2. As inspectors entered the classroom questioned the staff, who was in care of sleeping children as you were upstairs? Staff member indicated the staff member from the infant room. As inspectors began inspection, a second staff member entered Rooms 1 and 2. Question the second staff member as to her location, she indicated she just went upstairs to get her water.	Delete
5	7/29/2015	7/31/2015	Recite: Ensure ratios-Infant room at 1:30pm 5 children present 1:4 ratio 3 children awake 2 children sleeping (1 of the children were asleep in staff arms)	Delete
5	7/31/2015	8/24/2015	Recite: Ensure ratios-Infant room at 1:40pm 5 children present 1:4 ratio 2 children awake 3 children sleeping-1 staff present on arrival, 2 staff required. As inspectors began inspection, a second staff member entered the infant room.	Delete
5	7/31/2015	9/28/2015	Retrain staff on the management of ratios during nap time from an outside source. Provide staff sign off	Delete
3	7/31/2015	8/24/2015	Recite: Ensure all children at supervised at all times: 1 child left alone in classroom 5 while staff attends to child in bathroom outside the classroom.	Delete
3	7/31/2015	9/28/2015	Retrain staff on supervision from an outside source. Provide staff sign off.	Delete
				Delete

